Application Activity System
Instruction Guide

Updated January 4, 2006

Application Activity System Instruction Guide
Table of Contents

DEPARTMENT OF REVENUE
APPLICATION ACCESS AUTHORIZATION FORM

COMMON DATA ___ Add ___ Upd. ___ Del. ___ No Action

*User ID _____ SSN _____ - _____ - _____
*Last Name _____ First Name _____ MI ___
Common Name _____ Sign Name _____
*Address 1 _____
Address 2 _____
Address 3 _____
*City _____ *ST KY _____ *Zip Code _____ _____
*Phone _____ - _____ - _____ Ext: _____ Fax _____ - _____ - _____
Emp Position ___ - ___ - ___ - ___ - ___ - ___ - ___ *Station Num _____ __ __ __ _____
*Job Title _____ Supv Position ___ - ___ - ___ - ___ - ___ - ___ - ___

CAR SYSTEM APPLICATION PROFILE ___ Add ___ Upd. ___ Del. ___ No Action

Printer ID1 _____ Printer ID2 _____ Create/Skip ___ 202 Auth ___
*Eff Dte _____ Exp Dte _____ User Level _____ Aprvl Amt $_____
Delg ID _____ Delg Eff Date _____ Delg Exp Date _____
Reviewer ID _____ Supv ID _____ Supv Name _____ *User Group _____
Bill Reason ___ ___ ___ ___ ___ ___ ___ ___ *Program Code _____
999 Menu Fncs ___ ___ ___ ___ ___ ___ ___ ___ 101 Menu Fncs ___ ___ ___ ___ ___ ___
301 Menu Fncs ___ ___ ___ ___ ___ ___ ___ ___
'601 Menu Fncs ___ ___ ___ ___ ___ ___ ___ 801 Menu Fncs ___ ___ ___ ___ ___ ___
CAR Approval Groups

_____ _____ _____ _____ _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____ _____

BANKRUPTCY APPLICATION PROFILE ___ Add ___ Upd. ___ Del. ___ No Action

1. Inquiry ___ 3. Update A. Hogan ___ 4. Delete A. Hogan ___ 5. Crt. Maint. ___
2. Add ___ B. Non Hog ___ B. Non Hog ___ 6. Aud. Trail ___

Need for Activity Justification: _____
_____
_____
_____

AUTHORIZATION BY SUPERVISOR OF MANAGER OF USER

_____ _____ _____
Signature-Supervisor/Manager Telephone Date

* * * * * AAS ADMINISTRATION USE ONLY* * * * *

AAS Updated by: Date Updated Date/Manager Supervisor Notified

_____ _____ _____

USERID: _____ NAME: _____

FILE REQ. APPLICATION PROFILE ____ Add ____ Upd. ____ Del. ____ No Action

Central File Access _____ Sensitive File Access _____ Inactive Date _____

Permitted Tax Types   Tax Type 1 _____   Tax Type 2 _____   Tax Type 3 _____

Tax Type 4 _____   Tax Type 5 _____   Tax Type 6 _____

Unauthorized Tax Types and Account Numbers:
Tax Type 1/Acct No. ____ _____   Tax Type 2/Acct No. ____ _____
Tax Type 3/Acct No. ____ _____   Tax Type 4/Acct No. ____ _____
Tax Type 5/Acct No. ____ _____   Tax Type 6/Acct No. ____ _____
Supervisor Nickname _____   Supervisor Name _____
Delegate Nickname _____   Delegate Name _____
Delegate Begin Date _____   Delegate End Date _____

JOURNAL VOUCHER APPLICATION PROFILE ____ Add ____ Upd. ____ Del. ____ No Action

Preparer Auth Code _____   Approver Auth Code _____   Tax Authority __ALL__
JV Inquiry Allowed _____   Tax Type Table Update Allowed _____
Tax & Recpt Acct JVs _____   Tax Acct Only JVs _____   Recpt Acct Only JVs _____
Active/Inactive _____   Active/Inactive Begin Date _____   Active/Inactive end Date _____
Approver 1 ID _____   Approver 1 Name _____
Approver 2 ID _____   Approver 2 Name _____
Approver 1 Authorized Amount _____
Delegate USERID _____   Delegate Name _____
Delegate Begin Date _____   Delegate End Date _____

MIS./BUS. TAX REFUND APPLICATION PROFILE ____ Add ____ Upd. ____ Del. ____ No Action

Organization Group _____

Tax	Preparer	Appr 1	Appr 2	Tax	Preparer	Appr 1	Appr 2
____	____	____	____	____	____	____	____
____	____	____	____	____	____	____	____
____	____	____	____	____	____	____	____
____	____	____	____	____	____	____	____

IND. INCOME TAX REFUND APPLICATION PROFILE ____ Add ____ Upd. ____ Del. ____ No Action

Organization Group _____   Preparer _____   Approver 1 _____   Approver 2 _____

CORPORATION REFUND APPLICATION PROFILE ____ Add ____ Upd. ____ Del. ____ No Action

Organization Group _____   Preparer _____   Approver 1 _____   Approver 2 _____

IND. INCOME TAX DO/KO APPLICATION PROFILE ____ Add ____ Upd. ____ Del. ____ No Action

Inquiry access does not require a Ind. Income Tax DO/KO Application Profile
Update Access is Restricted to Division of Individual Income Tax & Division of Operations

Organization Group _____   Preparer _____   Approver 1 _____   Approver 2 _____

Page 2 must be accompanied with page 1 showing completed "Need for Activity Justification and Supervisor/Manager information.

Delegated authority is the process in which a DOR manager or supervisor can authorize, through the Application Access Security System, one employee to perform similar job functions for another employee, when necessary. Managers and supervisors shall ensure that the employee, who is granted delegated authority, is in a like job function with the same or greater responsibilities than the user for whom they have been delegated to perform the job responsibilities for. For example, a Revenue Examiner can be a delegate for an Accountant or another Revenue Examiner, but not for a Branch Manager. Also, a Branch Manager can be a delegate for a Section Supervisor, but not a Division Director.

A. Use of Delegated Authority

Delegated authority shall be used for the following reasons:

1. When an employee goes on medical leave or takes an extended leave of absence.

2. When an employee goes on vacation.

3. To clean up outstanding files requisitioned from Central Files, JVs, or bills (audit reports) when an employee is on an extended medical leave, transfers to another area of the DOR, or terminates employment with the DOR.

   Note: Managers and supervisors must ensure that employees complete all pending transactions, if adequate notification about the leave or termination has been received. Under no circumstances should pending transactions remain unresolved for more than two weeks.

4. To assist in the elimination of backlogs.

5. To allow the Commissioner of the Department of Tax Administration to approve transactions prepared by the Ombudsman, which hierarchically should be approved by the Commissioner of the DOR.

   Note: Since the Commissioner of DOR will not approve documents in any of the applications, an exception will be made so that documents created by the Ombudsman will flow directly to the Commissioner of Tax Administration. This will eliminate the need for delegation for this purpose.

B. Delegated Authority Time Limit

Managers and supervisors shall request delegated authority only for the period of time that is necessary; therefore, the Application Access Authorization Form must have a delegate begin date and end date. However, for internal control purposes, the maximum time limit for delegated authority **shall not exceed one year.** The Security Office personnel shall return the Application Access Authorization Form to the

maximum time limit for delegated authority shall not exceed one year. The Security Office personnel shall return the Application Access Authorization Form to the applicable managers or supervisors, if the delegated authority is requested for more than year without an approved exception, as outlined in Section E.

C. Mainframe Systems Which Allow Delegated Authority

Three mainframe systems under the control of the Application Access System allow the use of delegates:

1. File Requisition System – the delegate is allowed to requisition documents from Central Files, return documents, and transfer documents to another DOR employee. The File Requisition System will show the user's name, rather than the delegate's name, as the individual requisitioning, returning, and transferring the documents.

2. Journal Voucher System – the delegate is allowed to perform the same job duties (preparer or approver) as the user whom they are assigned the delegate for. The delegate also has the same approval authority limit as the user. Therefore, a user can only be assigned as a delegate for someone who has the same job duties in the JV System. The Security Office can not process the request for delegation if it would result in a user being able to both prepare and approve a journal voucher.

3. Compliance and Receivable System (CAR) – An "Approver" delegate is allowed to approve transactions up to his/her authorized approval authority amount, regardless of the approval amount of the user for which they have been assigned as a delegate. A delegate's authorized authority for Process Pending Transactions, such as audit reports and maintenance adjustments, is the same authority as the user.

D. Removal of Delegated Authority

The Security Office shall maintain a tickler file of the Application Access Authorization Forms with delegated authority. Once the delegate's end-date has expired, Security Office personnel will access the Application Access System to remove the delegate's user ID, begin-date, and end-date from the applicable mainframe system. The Application Access Authorization Forms will then be placed in the appropriate permanent file for audit purposes.

E. Exceptions to Delegated Authority Guidelines

The Executive Director of the applicable division must submit a written justification to the Commissioner of the DOR for approval to deviate from the delegated authority guidelines.

The Security Office personnel shall retain a file of all approved exceptions to the established guidelines for internal control and audit purposes.

GENERAL INFORMATION

A Common Data record must be entered before any other information can be entered.

The Nickname is generated from the first letter of the First Name, Middle Initial and the first six (6) characters of the Last Name. If the Middle initial is blank, a dash (-) is used to make up the Nickname.

Before a name change is done, all outstanding file requisitions need to be transferred to another user. After the name change is complete, the file requisitions can be sent back to the original user.

DO NOT use punctuation when creating Common Data Records.

TRANSFERS OR RESIGNATIONS

The following are the procedures for an employee who transfers to another section or resigns:

Verify the following information with the supervisor:
> All pending bills and/or maintenance are complete.
> All pending journal vouchers needing approvals are complete.
> All pending file requisitions or any files still under the employee's name are complete.

All files and transactions must be cleared before the profile records can be deleted.

The application records (CAR, JV, etc.) that have been established for the employee need to be deleted.

The Common Data record is **NOT** to be deleted.

MODELS

A "MODEL" User ID may be entered in the model field to electronically populate the entry fields on the specific screen. Name fields and employee specific information will **NOT** be populated.

MINI MENUS

```
USER ID _____    OR   NAME _____  __ ADD __ INQ __ UPD __ DEL
APPLICATION ID _____    USERID _____ __ ADD __ INQ __ UPD __ DEL
PFKEYS:     1-MAIN MENU      2-RETURN      11-HELP
```

The Mini - Menu appears at the bottom of each of the Application Access System Screen.

The Mini - Menu allows the user to add, inquire, update or delete Application Access records without going to the main menu each time.

The first line of the Mini - Menu is used to add, inquire, update or delete the Common Data Record.

The second line of the Mini - Menu is used to add, inquire, update or delete a profile.

Instructions for Entering the Application Activity Authorization Data
Common Data Record

```
REAAS01A                    COMMONWEALTH OF KENTUCKY                    02/23/01
ADD                 DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM
                                 COMMON DATA
MODEL: _____              NICKNAME: _____
USER ID:  REV000 _____      SSN: _____ ___ _____

LAST NAME: _____          FIRST NAME: _____        MI: ___
COMMON NAME: _____        SIGN NAME: _____
ADDRESS1: _____
ADDRESS 2: _____
ADDRESS 3: _____
CITY: _____  ST: ___  ZIP: _____ _____
PHONE: ____ ____ ____   EXT: _____   FAX: ____ ____ ____
POSITION: ___ ___ ___ ___ ___       STATION NUM: ____
JOB TITLE: _____          SUPV POSITION: ___ ___ ___ ___ ___
APPLICATION ACCESS:
 __ FRC01  __ RJV01  __ RAC01  __ BTS01 __ CIL01 __ IIT01 __ IFS01 __ IIT02


USERID _____ OR NAME _____ __ ADD __ INQ __ UPD __ DEL
APPLICATION ID _____ USERID _____ ADD __ INQ __ UPD __ DEL
PFKEYS:    1-MAIN MENU       2-RETURN       11-HELP

** Fields in RED are REQUIRED Fields
** Fields in BLUE are POPULATED Fields
```

USERID:
ID assigned to the employee by the DOR Security Office. Leave blank if employee does not have an existing id.

SSN:
The employee's Social Security Number.

LAST NAME:
The last name of the employee.

FIRST NAME:
The first name of the employee.

MI (Middle Initial):
The middle initial of the employee.
If the MI is blank, a dash (-) is used to determine the Nickname.

COMMON NAME:
The full name most often used by the employee. (The name the employee uses at work.)

SIGN NAME (Signature Name):
The official signature name of the employee (First Name, Middle Initial, Last Name).

This is the name that appears on the CARS Correspondence. If the signature name is left blank, the system will generate the name from the Last, First and Middle Initial entries.

ADDRESS 1:
The first line of the employee's work address.

ADDRESS 2:
The second line of the employee's work address.

ADDRESS 3:
The third line of the employee's work address.

CITY:
The city of the employee's work address.

ST:
The two (2) position state code of the employee's work address.

ZIP:
The first five (5) digits of the zip code of the employee's work address. The last four (4) digits are optional.

PHONE:
The employee's work phone number, including the area code.

EXT:
The employee's extension number.

FAX:
The employee's fax number.

POSITION:
The employee's Commonwealth of Kentucky position number.
This is used in the J.V. System for report routing purposes.

STATION NUM:
The employee's office station number for receiving mail.

JOB TITLE:
The employee's job title.

SUPR POSITION:
The supervisor's Commonwealth of Kentucky position number.
This is used in the J.V. System for report routing purposes.

APPLICATION ACCESS:

Enter an "A" to add the profile record for one of the above systems **(Security Office Personnel Only)**.
Enter a "U" to update the profile record for one of the above systems **(Security Office Personnel Only)**.

Enter an "I "to inquire on a profile record for one of the above systems.
Enter a "D" to delete the profile record for one of the above systems **(Security Office Personnel Only)**.

FRC01 - File Requisition System

RAC01 – CARS

CIL01 – Corporation Tax Refund System

IFS01 – Bankruptcy System

RJV01 – Journal Voucher System

BTS01 – Business Tax Refund System

IIT01- Individual Income Tax Refund System

IIT02 Ind Inc Tax KO/DO Adjustment System

See Section 4, Page 8 for detailed descriptions of Mini Menus.

RECEIVABLES AND COMPLIANCE SYSTEM

```
REAAS04A      ADD      DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM            02/27/01
EMS03202               RECEIVABLES AND COMPLIANCE SYSTEM USER APPLICATION PROFILE    RAC01
MODEL         USERID:    REV0000     USER NAME:   JOHN Q. SMITH
PRINTER ID1: _____     PRINTER ID2: _____     CREATE/SKIP: __   CAR 202 AUTH: __
EFF DTE: _____     EXP DTE: _____     USER LEVEL: __   APPVL AMT: _____
DELG ID: _____     DELG EFF DTE: _____     DELG EXP DTE: _____
REVIEWER ID: _____     SUPV ID: _____     CAR USER GROUP: __
BILL REASON: __ __ __ __ __ __ __ __ __ __     PROGRAM CODE: _____
999 MENU FNCS: __ __ __ __ __ __ __ __     101 MENU FNCS: __ __ __ __ __ __
301 MENU FNCS: __ __ __ __ __ __ __ __ __ __     601 MENU FNCS: __ __ __ __ __ __ __ __ __ __ __     801 MENU FNCS: __ __ __ __ __ __
                          CAR APPROVAL GROUPS:

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

USERID _____   OR   NAME _____     ADD __  INQ __  UPD __  DEL __
APPLICATION ID _____   USERID _____   ADD __   INQ __   UPD __   DEL __
PFKEYS:     1-MAIN MENU      2-RETURN      11-HELP
```

** Fields in RED are REQUIRED Fields
** Fields in BLUE are POPULATED Fields

PRINTER ID1:
This field is not currently used.

PRINTER ID2:
The Printer ID where the employee prints the Notice of Tax Due documents.

CREATE/SKIP:
"N" indicates the employee is **NOT** authorized to "skip" specific screens in the create process.
"Y" indicates the employee **IS** authorized to "skip" specific screens in the create process.
"N" is the standard response.

CAR 202 AUTH:
"N" is the standard response – this feature is not currently available.

EFF DTE:
The date the user can begin to access the CARS system.

EXP DTE:
The date the user ceases to have access to the CARS system.
If this is left blank, the system populates 25 years into the future.

USER LEVEL:
This is used to determine authority to view work lists and approve audit reports.
> 020 - Preparer
> 050 - Reviewer
> 110 - Section Supervisor / Field Audit Supervisor
> 140 - Branch Manager / Field District Manager
> 170 - Assistant Director / Field Regional Manager
> 200 - Director
> 300 - Executive Director
> 400 - Commissioner

APRVL AMT:
The dollar amount based on the user level.

020 - Preparer	Blank
050 - Reviewer	Blank
110 - Section Supervisor / Field Audit Supervisor	Up to $50,000
140 - Branch Manager / Field District Manager	Up to $100,000
170 - Assistant Director / Field Regional Manager	Up to $150,000
200 - Director	Up to One Million
300 - Executive Director	Over One Million
400 - Commissioner	Over One Million

DELG ID:
The User ID of the person designated to perform CAR functions for a user.
The delegate's user level must be equal or higher than the user level assigned to the user.
The delegate and the user must have access to the same CAR Approval Group.

For guidelines concerning delegates in the Compliance and Receivables System see Delegate Authority Guidelines (Section 2, C-3).

DELG EFF DTE:
The date the delegate's authority begins (ex. 01/01/2000).
The beginning date must be equal to or older than the end date. Delegate begin date is required if a delegate User ID and/or delegate end date is entered.

For guidelines concerning Compliance and Receivables System time limits see Delegate Authority Guidelines (Section 2, B).

DELG EXP DTE:
The date the delegate's authority ends (ex 12/31/2000).
The end date **MUST** be equal or more current than the beginning date. If delegate name/ID/Nickname or begin date is entered then Delegate End date is required.

For guidelines concerning Compliance and Receivables System time limits see Delegate Authority Guidelines (Section 2, B).

REVIEWER ID:
The user ID of the person who reviews the audit reports for the user. This is intended for new employees when a supervisor wants new bill(s) to be reviewed before they are released.

A separate security form will need to be completed for the reviewer requesting "Approver" access for CARS.

SUPV ID:

The User ID of the person who acts as supervisor to the user. This person will be responsible for the approvals for this user.

The supervisor must have access to the same CAR Approval Group as the User.

The supervisor's name will be populated when the record is updated.

CAR USER GROUP:

The group the user is assigned. This is based on the Division/Branch/Section/Unit.

See the attached list.

BILL REASON:

This field is not currently used.

PROGRAM CODE:

The Program code the user is assigned. Program Codes are broken down by Division/Branch/Section/Unit.

See the attached list.

999 MENU FNCS:

The Main Menu Function Codes that the user is authorized to access.

If an asterisk is present in the first position, all Main Menu Functions will be available to the user.

A - Billing Menu (101)

B - Payments Menu (601) **(Users must have "B" to use JACADA.)**

C - Maintenance Menu (301)

D - Management Reports Menu - *This function is not available at this time.*

E – 202 Payment Alerts – *This function is not available at this time.*

F – Systems Administrators Function (801) - *This function is only available to the Systems Administrator and is not available at this time.*

H - Amnesty

101 MENU FNCS:

The Billing Menu Function Codes the user is authorized to use.

If an asterisk is present in the first position, all Billing Menu Functions will be available to the user.

A - Create Audit Reports

This function allows a user to enter information to create an audit report/notice of tax due.

B - Display Audit Reports

This allows a user to select an audit report(s) to display. This will display all information on the audit report, including adjustments to the amount subject to tax; payment, interest, fee and penalty detail; etc.

C - Display Audit Report Summary

This function allows a user to view a summary of an audit report.

D - Process Pending Transactions

This allows a user to complete audit reports that have been "Put on Hold" or correct audit reports where an approver has requested adjustments be made before the bill is mailed to the taxpayer for the first time.

E - Approvals

This allows a reviewer or approver to access their worklist of bills requiring approvals.

F - Display Case/Account Summary

This allows a user to display all bills in a case or in an account on a "spreadsheet" type format.

G – Reinstate Bill/Audit Trail

This allows a user to request Audit Trail Report, to request both report/print bill, to request print bill and to reinstate bill. This action will be completed in a batch job ran on the following weekend.

H – Address Change Service

This allows user access to address information submitted by the Post Office.

301 MENU FNCS:

The Maintenance Menu Function Codes the user is authorized to use.

If an asterisk is present in the first position, all Payment Menu Functions will be available to the user.

A - Audit Report Maintenance – List

This allows a user to select bills from a "list" format to perform maintenance. The "list" includes Type Tax, Account Number, Case Number and Period.

B - Audit Report Maintenance – Summary

This allows users to select bill from the "summary" format that is the Case/Account summary on the billing menu. Allows the user to see the total tax, interest, fees and penalties a taxpayer owes, total credits and the balance due.

C - User ID Maintenance

This function allows the responsible user listed on the bill to be changed. The responsible user ID identifies to Cabinet employees and the taxpayer who they may contact to obtain assistance.

D – Process Pending Transactions

This function allows a user to complete the adjustment made to an existing CARS bill. It also allows the user to correct adjustments that have been denied by their approver.

E – Approvals

This function allows an approver to access their work list of pending maintenance approvals.

F – Approval Status Inquiry

This function allows an employee to inquire on the status of the bills that are awaiting approval.

G – Reinstate Bill

This allows a user to request Audit Trail Report, to request both report/print bill, to request print bill and to reinstate bill. This action will be completed in a batch job run on the following weekend.

H – Case/Account Number Maintenance

This allows a user to change the account number on a bill. It allows a user to move an account(s) to another Case Number. This action will be completed in an overnight batch function so that CARS and KY-OSCAR will be reflecting the same information.

K – Address Change Service

This allows user access to address information submitted by the Post Office.

601 MENU FNCS

This is reserved for the **<u>Division of Revenue Operations Only</u>**

A – Process Unhonored Checks

801 MENU FNCS

This is only available to the System Administrators
This function is not available at this time.

CAR APPROVAL GROUPS
The User Groups to which the user has approval authority.
See attached list

See Section 4, Page 8 for detailed descriptions of Mini Menus.

BANKRUPTCY SYSTEM

```
REAAS08A                                                                          03/01/01
              DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM
ADD                         USER APPLICATION PROFILE
IFS01                          BANKRUPTCY SYSTEM
                                     IFS
```

USER ID: REV0000   **USER NAME:** JOHN Q SMITH

MODEL:

1. **BANKRUPTCY INQUIRY:** __   5. **BANKRUPTCY COURT:** __
                                                 MAINTENANCE

2. **BANKRUPTCY ADD:** __
                                           6. **BANKRUPTCY AUDIT:** __
3. **BANKRUPTCY UPDATE: A. HOGAN:** __   **TRAIL REPORT**
                         B. NON-HOGAN: __

4. **BANKRUPTCY DELETE: A. HOGAN:** __
                         B. NON-HOGAN: __

```
USER ID  _____   OR  NAME  _____  __ ADD __ INQ __ UPD __ DEL
APPLICATION ID  _____   USERID  _____ ADD __ INQ __ UPD __ DEL
PFKEYS:     1-MAIN MENU      2-RETURN      11-HELP
```

** Fields in RED are REQUIRED Fields
** Fields in BLUE are POPULATED Fields

BANKRUPTCY INQUIRY:
"Y" indicates the employee **CAN** inquiry on Bankruptcy cases.
"N" indicates the employee **CANNOT** inquiry on Bankruptcy cases.
This field MUST be "Y" if any of the fields are marked as "Y".

BANKRUPTCY ADD:
"Y" indicates the employee **CAN** add Bankruptcy Cases.
"N" indicates the employee **CANNOT** add Bankruptcy Cases.
If this field is marked "Y", either the Bankruptcy Update field or the Bankruptcy Delete field MUST be marked "Y".

BANKRUPTCY UPDATE:
"Y" indicates the user **IS** able to update the Bankruptcy files.
"N" indicates the user is **NOT** able to update the Bankruptcy files.
Both HOGAN and NON-HOGAN have to be marked "Y" or both have to be marked "N".

BANKRUPTCY DELETE:
"Y" indicates the user **IS** able to delete the Bankruptcy Files.
"N" indicates the user is **NOT** able to delete the Bankruptcy Files.
Both HOGAN and NON-HOGAN have to be marked "Y" or both have to be marked "N".

BANKRUPTCY COURT MAINTENANCE:
"Y" indicates the user **IS** able to maintenance the Bankruptcy Court information.

"N" indicates the user is **NOT** able to maintenance the Bankruptcy Court information.

BANKRUPTCY AUDIT TRAIL REPORT:
"Y" indicates the user **IS** able to request the Bankruptcy Audit Trail Report.
"N" indicates the user is **NOT** able to request the Bankruptcy Audit Trail Report.

See Section 4, Page 8 for detailed descriptions of Mini Menus.

File Requisition and Control System

```
REAAS02A        DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM      02/23/01
ADD                          USER APPLICATION PROFILE
                     FILE REQUISITION AND CONTROL SYSTEM (FRC)
MODEL:
USER NAME:   JOHN Q. SMITH
USER ID:   REV0000      APPLICATION ID: FRC01

CENTRAL FILE ACCESS:        SENSITIVE FILE ACCESS:        INACTIVE DATE:
PERMITTED TAX TYPES:
   TAX TYPE 1            TAX TYPE 2            TAX TYPE 3
   TAX TYPE 4            TAX TYPE 5            TAX TYPE 6
UNAUTHORIZED TAX TYPES AND ACCOUNT NUMBERS
   TAX TYPE 1/ACCT NUM:              TAX TYPE 2/ACCT NUM:
   TAX TYPE 3/ACCT NUM:              TAX TYPE 4/ACCT NUM:
   TAX TYPE 5/ACCT NUM:              TAX TYPE 6/ACCT NUM:

SUPERVISOR NICKNAME:                  SUPERVISOR NAME:
DELEGATE NICKNAME:                    DELEGATE NAME:
DELEGATE BEG DATE:                    DELEGATE END DATE:

USERID               OR   NAME                       ADD    INQ    UPD    DEL
APPLICATION ID       USERID                    ADD    INQ    UPD    DEL
PFKEYS:    1-MAIN MENU       2-RETURN      11-HELP

** Fields in RED are REQUIRED Fields
** Fields in BLUE are POPULATED Fields
```

CENTRAL FILE ACCESS:

"N" indicates that the employee works somewhere other than Central Files.
"Y" indicates that the employee works in Central Files.
"S" indicates a Central Files Supervisor.

SENSITIVE FILE ACCESS:

"Y" is used for the Records Officer
Blank for all other employees.

INACTIVE DATE:

The date the employee will be prohibited from using the File Requisition and Control System. This field maybe blank.

PERMITTED TAX TYPES:
TAX TYPE 1:

The valid tax type for which the employee is permitted to requisition files.
"**ALL**" may be entered, which will allow the employee to requisition all types of tax returns.
(At least one tax type on the screen must be populated.)

TAX TYPE 2,3,4,5,6:

The valid tax type for which the employee is permitted to requisition files.
These fields may be left blank, but **TAX TYPE 1 MUST** have something entered.

UNAUTHORIZED TAX TYPE and ACCOUNT NUMBERS:
TAX TYPE1,2,3,4,5,6/ACCT NUM 1,2,3,4,5,6:

The tax type/account numbers the employee is **NOT** authorized to access.

SUPERVISOR NICKNAME:
The nickname of the supervisor as it appears on the supervisor's AAS Common Data Record.
The Nickname consists of the first initial, middle initial and the first six characters of the last name.
If there is no middle initial, enter a dash (-). If the last name is less than 6 characters, enter the name as it is, leave blanks at the end of the Nickname.

SUPERVISOR NAME:
The name is supplied by the system after the supervisor's Nickname is completed and the record is saved.

The name appears as the supervisor's Common Name on the supervisor's Common Data record.

DELEGATE NICKNAME:
The nickname of the delegate as it appears on the delegate's AAS Common Data Record.
The Nickname consists of the first initial, middle initial and the first six characters of the last name.
If there is no middle initial, enter a dash (-). If the last name is less than 6 characters enter the name as it is, leaving blanks at the end of the Nickname.
Delegate name is required if a delegate beginning and/or ending date(s) is entered.

For guidelines concerning delegates in File Requisition see Delegate Authority Guidelines (Section 2, C-1).

DELEGATE BEG DATE:
The date the delegate's authority begins (ex. 01/01/2000).
The beginning date must be equal to or older than the end date.

Delegate's beginning date is required, if a delegate's Nickname and/or delegate end date is entered.

For guidelines concerning File Requisition time limits see Delegate Authority Guidelines (Section 2, B).

DELEGATE END DATE:
The date the delegate's authority ends (ex. 12/31/2000).
The end date **MUST** be equal or more current than the beginning date.
If delegate Nickname or beginning date is entered, then Delegate End date is required.

For guidelines concerning File Requisition time limits see Delegate Authority Guidelines (Section 2, B).

See Section 4, Page 8 for detailed descriptions of Mini Menus.

Journal Voucher System

REAAS03A   DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM   02/26/01
ADD   USER APPLICATION PROFILE
RJV01   JOURNAL VOUCHER SYSTEM
MODEL _____
USER ID: REV0000   **NICKNAME:** JQSMITH   **USER NAME:** JOHN Q SMITH
PREPARER AUTH CODE: __   **APPROVER AUTH CODE:** __   **TAX AUTHORITY:** ____

JV INQUIRY ALLOWED: __   **TAX TYPE TABLE UPDATE ALLOWED:** __
TAX AND RECPT ACCT JV'S: __   **TAX ACCT ONLY JV'S:** __   **RECPT ACCT ONLY JV'S:** __

ACT/INACT: __   **ACT/INACT BEG DATE:** _____   ACT/INACT END DATE: _____

APPROVER 1 ID: _____   APPROVER 1 NAME: _____
APPROVER 2 ID: _____   APPROVER 2 NAME: _____
APPROVER 1 AUTHORIZED AMOUNT: _____

DELEGATE ID: _____   DELEGATE NAME: _____
DELEGATE BEG DATE: _____   DELEGATE END DATE: _____

USERID _____ OR NAME _____ __ ADD __ INQ __ UPD __ DEL
APPLICATION ID _____ USERID _____ __ ADD __ INQ __ UPD __ DEL
PFKEYS: 1-MAIN MENU   2-RETURN   11-HELP

** Fields in RED are REQUIRED Fields
** Fields in BLUE are POPULATED Fields

NOTE: The security form needs to be marked with a "P" or "A" to indicate if the employee will be able to prepare or approve Journal Vouchers.

PREPARER AUTH CODE:
"Y" indicates the employee **IS** authorized as a preparer in the Journal Voucher System.
"N" indicates the employee **CANNOT** prepare Journal Vouchers.

APPROVER AUTH CODE:
"Y" indicates the employee **IS** authorized as an approver in the Journal Voucher System.
"N" indicates the employee **CANNOT** approve Journal Vouchers.

TAX AUTHORITY: Defaults to **ALL**. Entry in this field is **NOT** allowed.

JV INQUIRY ALLOWED:
"Y" indicates the employee **IS** allowed to inquire into the Journal Voucher System.
"N" indicates the employee is **NOT** allowed to inquire into the Journal Voucher System.

TAX TYPE TABLE UPDATE ALLOWED:
"N" indicates the employee is **NOT** able to update the Tax Type Table.
"Y" indicates the employee **IS** authorized to update the Tax Type Table.
        This is reserved for the employees in the Division of Revenue Operations.

TAX AND RECPT ACCT JV'S:
"Y" indicates the employee **IS** authorized to process tax and receipt account journal vouchers.
"N" indicates the employee is **NOT** allowed to process tax and receipt account journal vouchers.

TAX ACCT ONLY JV'S:

"N" indicates the employee is **NOT** authorized to process tax account only Journal Vouchers.
"Y" indicates the employee **IS** authorized to process tax account only Journal Vouchers.
        This is reserved for the employees in the Division of Revenue Operations.

RECPT ACCT ONLY JV'S:

"N" indicates the employee is **NOT** authorized to process receipt account only Journal Vouchers.
"Y" indicates the employee **IS** authorized to process receipt account only Journal Vouchers.
        This is reserved for the employees in the Division of Revenue Operations.

ACT/INACT:

"A" indicates the employee is **ACTIVE** in the Journal Voucher System.
"I" indicates the employee is **INACTIVE** in the Journal Voucher System.

ACT/INACT BEG DATE:

The date that the active/inactive indicator becomes effective (ex. 01/01/2000).

ACT/INACT END DATE:

The date that the active/inactive indicator ceases to be effective (ex. 12/31/2000).

APPROVER 1 ID:

The UserID (REV Number) of the First Line supervisor.
This is only required if the PREPARER Auth Code is populated with a "Y".

APPROVER 1 NAME:

The Approver Name is populated when the User Id is entered and the record is accepted.

APPROVER 2 ID:

The UserId (REV Number) of the Second Line supervisor.

APPROVER 2 NAME:

The Approver Name is populated when the User ID (REV Number) is entered and the record is accepted.

APPROVER 1 AUTHORIZED AMOUNT:

The dollar amount **APPROVER 1 IS** authorized to approve.

Unit Supervisor	$25,000
Section Supervisor	$50,000
Branch Manager	$100,000
Assistant Director	$150,000
Director	$999,999,999
Commissioner	$999,999,999
Secretary	$999,999,999

DELEGATE ID:

The User ID (REV Number) of the employee who will be the delegate for the employee.
If the user is assigned a delegate, the user cannot access the JV System.

For guidelines concerning delegates in the Journal Voucher System see Delegate Authority Guidelines (Section 2, C-2).

DELEGATE BEG DATE:
The date the delegate's authority begins (ex. 01/01/2000).
The beginning date must be equal to or older than the end date. Delegate's begin date is required, if a delegate's User ID and/or delegate end date is entered.

For guidelines concerning Journal Voucher System time limits see Delegate Authority Guidelines (Section 2, B).

DELEGATE END DATE:
The date the delegate's authority ends (ex. 12/31/2000).
The end date **MUST** be equal or latter than the beginning date. If the delegate User ID or begin date is entered, then Delegate End date is required.

For guidelines concerning Journal Voucher System time limits see Delegate Authority Guidelines (Section 2, B).

See Section 4, Page 8 for detailed descriptions of Mini Menus.

MISCELLANEOUS BUSINESS TAX REFUND SYSTEM

REAAS05A   DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM   02/28/01
ADD   USER APPLICATION PROFILE
BTS01   MISCELLANEOUS BUSINESS TAX (BTS)

MODEL: _____

USER ID: REV0000   **USER NAME:**   JOHN Q SMITH   **ORG GRP:** _____

TYPE TAX	PREPARER	APPR 1	APPR 2	TYPE TAX	PREPARER	APPR 1	APPR 2
___	_	_	_	___	_	_	_
___	_	_	_	___	_	_	_
___	_	_	_	___	_	_	_
___	_	_	_	___	_	_	_
___	_	_	_	___	_	_	_
___	_	_	_	___	_	_	_
___	_	_	_	___	_	_	_
___	_	_	_	___	_	_	_

USERID _____ OR NAME _____ _ ADD _ INQ _ UPD _ DEL
APPLICATION ID _____ USERID _____ ADD _ INQ _ UPD _ DEL
PFKEYS: 1-MAIN MENU   2-RETURN   11-HELP

** Fields in RED are REQUIRED Fields
** Fields in BLUE are POPULATED Fields

ORG GRP:
The Revenue organization group to which the user belongs.

Preparer/Single Approval Groups:		Multiple Approval Groups
1 - Withholding	7 - Miscellaneous	*For Approvers Only*
2 - Fiduciary	8 - Severance Taxes	77 = 7 & 9
3 - Sales	9 - Abstracts	88 = 1 & 2
4 - Inheritance	10 - Audit Review	99 = 1 - 9
5 - Motor Fuels	11 - Collections	
6 - Motor Vehicle Usage		

Type Tax:
The type of tax authorized for the employee in the Miscellaneous Refund System.
999 allows for all types of Miscellaneous refunds to be created.
Type Tax "001", "005" and "006" are not allowed.

PREPARER:
"Y" indicates the employee **IS** authorized to PREPARE Refunds.
"N" indicates the employee is **NOT** authorized to PREPARE Refunds.
The Preparer, Approver 1 and Approver2 fields cannot all be populated with the same letter.

APPROVER 1:

"Y" indicates the employee **IS** a first level approver.

"N" indicates the employee is **NOT** authorized to be a first level approver.

The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

APPROVER 2:

"Y" indicates the employee **IS** a second level approver.

"N" indicates the employee is **NOT** authorized to be a second level approver.

The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

See Section 4, Page 8 for detailed descriptions of Mini Menus.

INDIVIDUAL INCOME TAX REFUND SYSTEM

```
REAAS07A          DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM          03/01/01
ADD                         USER APPLICATION PROFILE
IIT01                INDIVIDUAL INCOME TAX REFUND SYSTEM (IIT)
```

USER ID: REV0000   **USER NAME:**   JOHN Q SMITH

MODEL: _____

ORG GRP: _____

TYPE TAX: 001

PREPARER: __

APPROVER 1: __

APPROVER 2: __

```
USER ID _____  OR  NAME _____  __ ADD  __ INQ  __ UPD  __ DEL
APPLICATION ID _____  USERID _____  ADD __  INQ __  UPD __  DEL __
PFKEYS:     1-MAIN MENU        2-RETURN        11-HELP
```

** Fields in RED are REQUIRED Fields
** Fields in BLUE are POPULATED Fields

ORG GRP:
The Revenue organization group to which the user belongs.
01 - Individual Income Branch & Withholding Section
02 - Individual Abstract Section
03 - Individual Income Processing Branch
04 - Division of Collections
05 - Accounts Section
06 - Division of Protest Resolution

PREPARER:
"Y" indicates the employee **IS** authorized to PREPARE Refunds.
"N" indicates the employee is **NOT** authorized to PREPARE Refunds.
The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

APPROVER1:
"Y" indicates the employee **IS** a first level approver.
"N" indicates the employee is **NOT** authorized to be a first level approver.
The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

APPROVER2:
"Y" indicates the employee **IS** a second level approver.
"N" indicates the employee is **NOT** authorized to be a second level approver.
The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

See Section 4, Page 8 for detailed descriptions of Mini Menus.

CORPORATION INCOME TAX REFUND SYSTEM

```
REAAS06A        DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM        02/28/01
ADD                       USER APPLICATION PROFILE
CIL01             CORPORATION INCOME TAX REFUND SYSTEM (CIL)
```

USER ID: REV0000   **USER NAME:**   JOHN Q SMITH

MODEL:

ORG GRP:

TYPE TAX: 005

PREPARER:

APPROVER 1:

APPROVER 2:

```
USERID _____   OR   NAME _____  __ ADD __ INQ __ UPD __ DEL
APPLICATION ID _____   USERID _____  __ ADD __ INQ __ UPD __ DEL
PFKEYS:      1-MAIN MENU        2-RETURN      11-HELP
```

** Fields in RED are REQUIRED Fields
** Fields in BLUE are POPULATED Fields

ORG GRP:
The Revenue organization group to which the user belongs.
01 - Corporation Audit Section
02 - Division of Protest Resolution
03 - Division of Collections
77 - Division of Revenue Operations

PREPARER:
"Y" indicates the employee **IS** authorized to PREPARE Refunds.
"N" indicates the employee is **NOT** authorized to PREPARE Refunds.
The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

APPROVER1:
"Y" indicates the employee **IS** a first level approver.
"N" indicates the employee is **NOT** authorized to be a first level approver.
The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

APPROVER2:
"Y" indicates the employee **IS** a second level approver.
"N" indicates the employee is **NOT** authorized to be a second level approver.
The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

See Section 4, Page 8 for detailed descriptions of Mini Menus.

INDIVIDUAL INCOME TAX KO/DO ADJUSTMENT SYSTEM

REAAS09A   DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM   01/23/06
ADD   USER APPLICATION PROFILE
IIT02   INDIVIDUAL INCOME TAX KO/DO ADJUSTMENT SYSTEM

USER ID: REV0000   **USER NAME:** JOHN Q SMITH

MODEL:

ORG GRP:

TYPE TAX: 001

PREPARER:

APPROVER 1:

APPROVER 2:

USER ID _____ OR NAME _____ _ ADD _ INQ _ UPD _ DEL
APPLICATION ID _____ USERID _____ _ ADD _ INQ _ UPD _ DEL
PFKEYS: 1-MAIN MENU   2-RETURN   11-HELP

** Fields in RED are REQUIRED Fields
** Fields in BLUE are POPULATED Fields

ORG GRP:
The Revenue organization group to which the user belongs.
01 - Division of Individual Income Tax
03 - Division of Operations

PREPARER:
"Y" indicates the employee **IS** authorized to PREPARE a kickout/dropout.
"N" indicates the employee is **NOT** authorized to PREPARE kickout/droupout.
The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

APPROVER1:
"Y" indicates the employee **IS** a first level approver.
"N" indicates the employee is **NOT** authorized to be a first level approver.
The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

APPROVER2:
"Y" indicates the employee **IS** a second level approver.
"N" indicates the employee is **NOT** authorized to be a second level approver.
The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

See Section 4, Page 8 for detailed descriptions of Mini Menus.

Application Access Program System
Program Codes

0000	**COMMISSIONER OFFICE**
0100	DIVISION OF LEGISLATIVE SERVICES
0010	DISCLOSURE BRANCH
0200	SPECIAL INVESTIGATIONS DIVISION
1000	**OFFICE OF TAXPAYER OMBUDSMAN**
2000	**OFFICE OF PROCESSING & ENFORCEMENT**
2100	DIVISION OF OPERATIONS
2110	DOCUMENT PREP & MISC PROCESSING BRANCH
2111	EXTRACT SECTION
2112	DOCUMENT PREP SECTION
2113	CENTRAL FILES SECTION
2114	REMIT/CARS TP REG SECTION
2120	INCOME TAX PROCESSING BRANCH
2121	INCOME TAX INFO CAPTURE SECTION
2122	INCOME TAX KNOWLEDGE WORKER SECTION
2123	CORP TAX SECTION
2124	INCOME TAX PRIOR YEAR & AMENDED SECTION
2130	AUTOMATED DOCUMENT PROCESSING BRANCH
2131	ADP INFO CAPTURE SECTION
2132	ADP KNOWLEDGE WORKER SECTION
2133	SCANNING/IMAGING & ENCODING SECTION
2140	FORMS DESIGN, SYS. ADM. & TRAINING SECTION
2200	DIVISION OF COLLECTIONS
2210	SYSTEM ADMINISTRATION BRANCH
2211	SYS ADMIN/TAXPAYER PUBLICATION SECTION
2212	DATA WAREHOUSE/METHODOLOGY ANALYSIS SECTION
2220	CONTACT BRANCH
2221	CONTACT SECTION
2222	TAXPAYER RESPONSE SECTION 1
2223	TAXPAYER RESPONSE SECTION 2
2230	SMALL BUSINESS BRANCH
2231	SMALL BUSINESS SECTION 1
2232	SMALL BUSINESS SECTION 2
2240	CORPORATION/LLC BRANCH
2241	CORPORATION/LLC SECTION 1
2242	CORPORATION/LLC SECTION 2
2243	CORPORATION/LLC SECTION 3
2244	CORPORATION/LLC SECTION 4
2245	CORPORATION/LLC SECTION 5
2250	SPECIAL PROCESS BRANCH
2251	LIEN SECTION
2252	ADJUSTMENT SECTION
2253	LOCATE/SKIP TRACE SECTION
2260	INDIVIDUAL COLLECTIONS BRANCH
2261	INDIVIDUAL COLLECTIONS SECTION 1

Application Access Program System
Program Codes

2262	INDIVIDUAL COLLECTIONS SECTION 2
2263	OFFER IN SETTLEMENT SECTION
2270	ENTERPRISE COLLECTION BRANCH
2271	ENTERPRISE COLLECTION SECTION 1
2272	ENTERPRISE COLLECTION SECTION 2
2273	ENTERPRISE COLLECTION SECTION 3
2280	LEGAL SUPPORT BRANCH
2281	BANKRUPTCY/LEGAL SECTION
2282	ENFORCEMENT SECTION
2300	DIV OF REGISTRATION & DATA INTEGRITY
2310	TAXPAYER REGISTRATION SECTION
2320	REGISTRATION COMPLIANCE SECTION
2330	RESEARCH SECTION
3000	**OFFICE OF PROPERTY VALUATION**
3100	DIVISION OF LOCAL VALUATION
3110	EDUCATION BRANCH
3120	NORTHERN FIELD BRANCH
3130	SOUTHERN FIELD BRANCH
3140	WESTERN FIELD BRANCH
3150	CERTIFICATION EQUALIZATION & COLLECTION BRANCH
3160	TAX ROLL INFORMATION MANAGEMENT BRANCH
3170	MAPPING SERVICES BRANCH
3200	DIVISION OF STATE VALUATION
3210	PUBLIC SERVICE BRANCH
3220	MOTOR VEHICLE BRANCH
3230	PERSONAL PROPERTY BRANCH
3300	DIVISION OF MINERALS TAXATION & GIS
3310	CARTOGRAPHY/GIS BRANCH
3320	MINERALS RESOURCES VALUATION BRANCH
3330	MINERALS ASSESSMENT COMPLIANCE BRANCH
4000	**OFFICE OF SALES & EXCISE TAXES**
4010	COMMUNICATION & TRNG
4100	DIVISION OF SALES & USE TAX
4110	TAXPAYER ASSISTANCE BRANCH
4111	TAXPAYER SERVICES SECTION
4112	CERTIFICATION SECTION
4120	PROGRAM COMPLIANCE SECTION
4121	OFFICE AUDIT SECTION
4122	NON-FILER DISCOVERY SECTION
4200	DIVISION OF MISCELLANEOUS TAXES
4210	MISCELLANEOUS TAX BRANCH
4211	FINANCIAL TAX SECTION
4212	EXCISE TAX SECTION
4220	ROAD FUND BRANCH

4221	MOTOR VEHICLE USAGE TAX SECTION
4222	MOTOR FUELS TAX COMPLIANCE SECTION
4223	MOTOR FUELS TAX AUDIT SECTION
5000	**OFFICE OF INCOME TAXATION**
5010	COMMUNICATION & TRNG
5100	DIVISION OF INDIVIDUAL INCOME TAX
5110	INDIVIDUAL INCOME TAX BRANCH
5111	TAXPAYER ASSISTANCE SECTION 1
5112	TAXPAYER ASSISTANCE SECTION 2
5113	COMPLIANCE SECTION 1
5114	COMPLIANCE SECTION 2
5115	GOVERNMENTAL PROGRAMS SECTION 1
5116	GOVERNMENTAL PROGRAMS SECTION 2
5120	WITHHOLDING TAX BRANCH
5121	TAXPAYER ASSISTANCE SECTION
5122	COMPLIANCE SECTION 1
5123	COMPLIANCE SECTION 2
5200	DIVISION OF CORPORATION TAX
5210	CORP INCOME & LICENSE TAX BRANCH
5211	TAXPAYER ASSISTANCE SECTION
5212	TAX CREDITS SECTION
5213	COMPLIANCE SECTION
5214	GOVERNMENTAL PROGRAMS SECTION
5220	PASS THROUGH ENTITY BRANCH
5221	TAXPAYER ASSISTANCE SECTION
5222	COMPLIANCE SECTION
6000	**OFFICE OF FIELD OPERATIONS**
6100	REGION 1
6110	ASHLAND TAXPAYER SERVICE CENTER
6120	PIKEVILLE TAXPAYER SERVICE CENTER
6130	NORTHERN TAXPAYER SERVICE CENTER
6200	REGION 2
6210	LOUISVILLE TAXPAYER SERVICE CENTER
6220	CORBIN TAXPAYER SERVICE CENTER
6230	BOWLING GREEN TAXPAYER SERVICE CENTER
6240	AUDIT SELECTION SECTION
6300	REGION 3
6310	HOPKINSVILLE TAXPAYER SERVICE CENTER
6320	PADUCAH TAXPAYER SERVICE CENTER
6330	OWENSBORO TAXPAYER SERVICE CENTER
6340	CENTRAL KENTUCKY TAXPAYER SERVICE CENTER
6400	AUDIT SUPPORT & TRAINING BRANCH
6410	EDI AUDITING SECTION
6420	TRAINING SECTION

Application Access Program System
Program Codes

7000	**OFFICE OF LEGAL SERVICES FOR REVENUE**	
7100	DIVISION OF PROTEST RESOLUTION	
7110	CORPORATION INCOME TAX SECTION	
7120	SALES & USE TAX SECTION	
7130	SEVERANCE & MISCELLANEOUS TAX SECTION	
7140	PROPERTY TAX SECTION	
8000	**COMMONWEALTH OFFICE OF TECHNOLOGY**	
8101	SYS708 - BATCHUNHCHK DAILY	
8102	SYS724 - OSCAR EXTRACT DAILY	
8103	SYS725 - OSCAR EXTRACT WEEKLY	
8104	SYS751 - BATCHPAYMTS DAILY	
8105	SYS964 - ADDRESS CHG SERVICE USPS	
8201	CONV0	
8202	CONV1	
8203	CONV2	
8204	CONV3	
8205	CONV4 D	
8206	CONV4 R	
8207	CONV4 S	
8208	CONV4 V	
8209	CONV4 X	
8210	CONV5	
8211	CONV6 C	
8212	CONV7	
8213	CONV8 LO	
9000	**OFFICE OF POLICY & AUDIT**	

Date Printed: 1/24/2005

Application Access System
User Group Codes

A00	**COMMISSIONER OFFICE**
B00	DIVISION OF LEGISLATIVE SERVICES
B10	DISCLOSURE BRANCH
B20	SPECIAL INVESTIGATIONS DIVISION
C00	**OFFICE OF TAXPAYER OMBUDSMAN**
D00	**OFFICE OF PROCESSING & ENFORCEMENT**
E00	DIVISION OF OPERATIONS
E10	DOCUMENT PREP & MISC PROCESSING BRANCH
E11	EXTRACT SECTION
E12	DOCUMENT PREP SECTION
E13	CENTRAL FILES SECTION
E14	REMIT/CARS TP REG SECTION
E20	INCOME TAX PROCESSING BRANCH
E21	INCOME TAX INFO CAPTURE SECTION
E22	INCOME TAX KNOWLEDGE WORKER SECTION
E23	CORP TAX SECTION
E24	INCOME TAX PRIOR YEAR & AMENDED SECTION
E30	AUTOMATED DOCUMENT PROCESSING BRANCH
E31	ADP INFO CAPTURE SECTION
E32	ADP KNOWLEDGE WORKER SECTION
E33	SCANNING/IMAGING & ENCODING SECTION
E40	FORMS DESIGN, SYS. ADM. & TRAINING SECTION
F00	DIVISION OF COLLECTIONS
F10	SYSTEM ADMINISTRATION BRANCH
F11	SYS ADMIN/TAXPAYER PUBLICATION SECTION
F12	DATA WAREHOUSE/METHODOLOGY ANALYSIS SECTION
F20	CONTACT BRANCH
F21	CONTACT SECTION
F22	TAXPAYER RESPONSE SECTION 1
F23	TAXPAYER RESPONSE SECTION 2
F30	SMALL BUSINESS BRANCH
F31	SMALL BUSINESS SECTION 1
F32	SMALL BUSINESS SECTION 2
F40	CORPORATION/LLC BRANCH
F41	CORPORATION/LLC SECTION 1
F42	CORPORATION/LLC SECTION 2
F43	CORPORATION/LLC SECTION 3
F44	CORPORATION/LLC SECTION 4
F45	CORPORATION/LLC SECTION 5
F50	SPECIAL PROCESS BRANCH
F51	LIEN SECTION
F52	ADJUSTMENT SECTION
F53	LOCATE/SKIP TRACE SECTION
F60	INDIVIDUAL COLLECTIONS BRANCH
F61	INDIVIDUAL COLLECTIONS SECTION 1

Application Access System
User Group Codes

F62	INDIVIDUAL COLLECTIONS SECTION 2
F63	OFFER IN SETTLEMENT SECTION
F70	ENTERPRISE COLLECTIONS BRANCH
F71	ENTERPRISE COLLECTIONS SECTION 1
F72	ENTERPRISE COLLECTIONS SECTION 2
F73	ENTERPRISE COLLECTIONS SECTION 3
F80	LEGAL SUPPORT BRANCH
F81	BANKRUPTCY/LEGAL SECTION
F82	LIEN ENFORCEMENT SECTION
G00	DIVISION OF REGISTRATION & DATA INTEGRITY
G10	TAXPAYER REGISTRATION SECTION
G20	REGISTRATION COMPLIANCE SECTION
G30	RESEARCH SECTION
H00	**OFFICE OF PROPERTY VALUATION**
I00	DIVISION OF LOCAL VALUATION
I10	EDUCATION BRANCH
I20	NORTHERN FIELD BRANCH
I30	SOUTHERN FIELD BRANCH
I40	WESTERN FIELD BRANCH
I50	CERTIFICATION EQUALIZATION & COLLECTION BRANCH
I60	TAX ROLL INFORMATION MANAGEMENT BRANCH
I70	MAPPING SERVICES BRANCH
J00	DIVISION OF STATE VALUATION
J10	PUBLIC SERVICE BRANCH
J20	MOTOR VEHICLE BRANCH
J30	PERSONAL PROPERTY BRANCH
K00	DIVISION OF MINERALS TAXATION & GIS
K10	CARTOGRAPHY/GIS BRANCH
K20	MINERALS RESOURCES VALUATION BRANCH
K30	MINERALS ASSESSMENT COMPLIANCE BRANCH
L00	**OFFICE OF SALES & EXCISE TAXES**
L10	COMMUNICATIONS & TRNG
M00	DIVISION OF SALES & USE TAX
M10	TAXPAYER ASSISTANCE BRANCH
M11	TAXPAYER SERVICES SECTION
M12	CERTIFICATION SECTION
M20	PROGRAM COMPLIANCE SECTION
M21	OFFICE AUDIT SECTION
M22	NON-FILER DISCOVERY SECTION
N00	DIVISION OF MISCELLANEOUS TAXES
N10	MISCELLANEOUS TAX BRANCH
N11	FINANCIAL TAX SECTION
N12	EXCISE TAX SECTION
N20	ROAD FUND BRANCH

Date Printed: 1/24/2005

Application Access System
User Group Codes

N21	MOTOR VEHICLE USAGE TAX SECTION
N22	MOTOR FUELS TAX COMPLIANCE SECTION
N23	MOTOR FUELS TAX AUDIT SECTION
O00	**OFFICE OF INCOME TAXATION**
O10	COMMUNICATION & TRNG
P00	DIVISION OF INDIVIDUAL INCOME TAX
P10	INDIVIDUAL INCOME TAX BRANCH
P11	TAXPAYER ASSISTANCE SECTION 1
P12	TAXPAYER ASSISTANCE SECTION 2
P13	COMPLIANCE SECTION 1
P14	COMPLIANCE SECTION 2
P15	GOVERNMENTAL PROGRAMS SECTION 1
P16	GOVERNMENTAL PROGRAMS SECTION 2
P20	WITHHOLDING TAX BRANCH
P21	TAXPAYER ASSISTANCE SECTION
P22	COMPLIANCE SECTION 1
P23	COMPLIANCE SECTION 2
Q00	DIVISION OF CORPORATION TAX
Q10	CORP INCOME & LICENSE TAX BRANCH
Q11	TAXPAYER ASSISTANCE SECTION
Q12	TAX CREDITS SECTION
Q13	COMPLIANCE SECTION
Q14	GOVERNMENTAL PROGRAMS SECTION
Q20	PASS THROUGH ENTITY BRANCH
Q21	TAXPAYER ASSISTANCE SECTION
Q22	COMPLIANCE SECTION
R00	**OFFICE OF FIELD OPERATIONS**
S00	REGION 1
S10	ASHLAND TAXPAYER SERVICE CENTER
S20	PIKEVILLE TAXPAYER SERVICE CENTER
S30	NORTHERN TAXPAYER SERVICE CENTER
T00	REGION 2
T10	LOUISVILLE TAXPAYER SERVICE CENTER
T20	CORBIN TAXPAYER SERVICE CENTER
T30	BOWLING GREEN TAXPAYER SERVICE CENTER
T40	AUDIT SELECTION SECTION
U00	REGION 3
U10	HOPKINSVILLE TAXPAYER SERVICE CENTER
U20	PADUCAH TAXPAYER SERVICE CENTER
U30	OWENSBORO TAXPAYER SERVICE CENTER
U40	CENTRAL KENTUCKY TAXPAYER SERVICE CENTER
V00	AUDIT SUPPORT & TRAINING BRANCH
V10	EDI AUDITING SECTION
V20	TRAINING SECTION

Application Access System
User Group Codes

WOO	**OFFICE OF LEGAL SERVICES FOR REVENUE**
X00	DIVISION OF PROTEST RESOLUTION
X10	CORPORATION INCOME TAX SECTION
X20	SALES & USE TAX SECTION
X30	SEVERANCE & MISCELLANEOUS TAX SECTION
X40	PROPERTY TAX SECTION
Y00	**COMMONWEALTH OFFICE OF TECHNOLOGY**
Y10	SYS708 - BATCHUNHCHK DAILY
Y10	SYS724 - OSCAR EXTRACT DAILY
Y10	SYS725 - OSCAR EXTRACT WEEKLY
Y10	SYS751 - BATCHPAYMTS DAILY
Y10	SYS964 - ADDRESS CHG SERVICE USPS
Y10	CONV0
Y10	CONV1
Y10	CONV2
Y10	CONV3
Y10	CONV4 D
Y10	CONV4 R
Y10	CONV4 S
Y10	CONV4 V
Y10	CONV4 X
Y10	CONV5
Y10	CONV6 C
Y10	CONV7
Y10	CONV8 LO
Z00	**OFFICE OF POLICY & AUDIT**